

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: Mar 1, 2006 To: Mar 31, 2006

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
☐ Implementation Phase
☐ Project Initiation
☐ Project Planning
☐ Project Execution and Control
☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

Software Requirements Specification for the Travel & Expense Management System (done)
 Conceptual Approach (done)
 Alternatives Analysis (done)
 Cost Analysis (done)
 Risk Assessment (in progress)
 Alternatives Recommendation (done)
 Implementation Plan for next Phase (in progress)
 Approved Project Charter & Project Plan for the Implementation Phase (in progress) The next Steering Committee Meeting will probably be in May, so these documents will be distributed electronically before then.

Achievements

Alternatives Assessment:

- Team completed alternatives assessment.

Cost Benefit Analysis:

- Team completed cost benefit analysis

Recommendation:

1. Build TEMS with OFM resources. Develop a travel & expense management system that will serve the state's enterprise needs. This alternative will effectively meet the immediate drivers to expand the business scope, address the issues around deployment, and provide accessibility. This alternative will create the least business process disruption, retraining, and changes in terminology. The one-time and on-going costs are made up of existing staff and minor upgrades to existing hardware and infrastructure. There may be some small software acquisitions (rules-based engine, workflow software).
2. SAP's Travel module meets most of the TEMS functional requirements and offers significant enterprise benefits. If the SAP Travel module was implemented under the HRMS SAP instance, the personnel database could be used for traveler profiles and workflow. Employees could use the Employee Self-Service (ESS) portal to request their travel reimbursements. However, HRMS has several other major priorities that need to be addressed before this solution is feasible and several enablers need to be in place (e.g., DOP/OFM governance agreement, HRMS SAP upgrade, ESS in place).

The TEMS OFM builds should be used until the HRMS priorities are met and DOP and OFM are ready to work together to implement the SAP Travel module (Biennium 09-11 or later). Then TEMS should be phased out in favor of the SAP Travel module.

The second part of this recommendation needs to be reassessed over time as the situation changes or becomes clearer.

Objectives for the next reporting period

Work on the risk assessment, implementation plan, project charter, and project plan. Start the implementation phase.

Schedule

On schedule with re-based milestones.

- Milestone 2: Done on time. Finish Conceptual Approach: January 23, 2006
- Milestone 3: Done on time. Select Best Alternative: March 17, 2006
- Milestone 4: Prepare Implementation Plan: April 14, 2006.

Budget

The original estimate for the Feasibility Study was 3,800 (with the addition of the Conceptual Approach work). The actual hours through February 28 was 2,513. The project should finish at about 3,200. We will finish well under estimated effort.

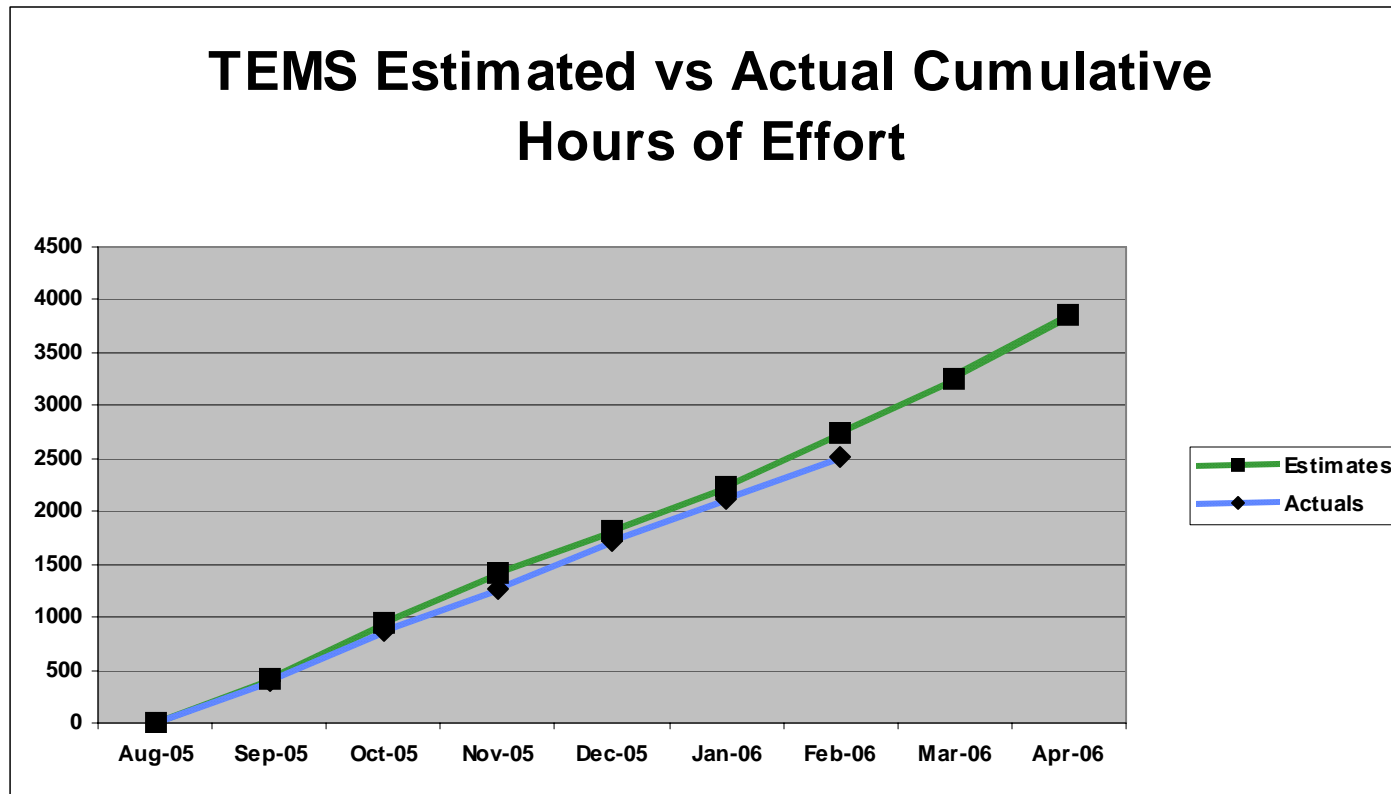
Issues

No new major issues.

Risks**Newly discovered or re-arisen, including Risk Severity Indicator**

No new risks at this time.

Progress Summary



Event		Effort			Schedule					
Milestone	Original Estimate	Actual (Feb 28, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000	2121	1742 (revised total 3800)	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	
Milestone 1 (Requirements & Viable Alternatives)	1423	1263	0	(160)	Sept. 8 2005	NA	Sept. 8 2005	Nov. 22, 2005	Nov. 28, 2005	Nov. 28, 2005
Milestone 2 (New) Conceptual Approach	800	648	0	(152)	Dec. 1, 2005	NA	Dec. 1, 2005	Jan.23, 2006	NA	Jan. 23, 2006
Milestone 3 (Recommended Alternative)	1025	602	200		Nov. 29, 2005	Jan. 23, 2006	Jan. 24, 2006	Jan. 16, 2006	Mar. 17, 2006	Mar. 17, 2006
Milestone 4 (Start Implementation Phase)	552		552		Jan. 17, 2006	Mar. 18, 2006	Mar. 18, 2006	Feb. 22, 2006	Apr 14, 2006	